

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Deputy Code Official****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Coordinates and oversees activities of professional, technical and administrative staff involved in the enforcement of state and local codes, standards, procedures and ordinances regarding construction and building maintenance. This includes the oversight of elevators, amusement devices and backflow water protection.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Provides technical and managerial oversight by supervising and coordinating the enforcement of state and local codes and ordinances dealing with construction, repair, alteration or demolition of structures, erosion control, flood control, damage assessment, elevators, and amusement devices, providing technical and policy guidance to staff, preparing technical and policy reports, making re-inspections and decisions in disputed cases, testifying in court, conducting plan reviews to augment staffing workload, attending meetings with contractors, architects, engineers, consultants and the general public, and providing technical information.
2	S	Provides administrative support by supervising staff, coordinating inspection and enforcement procedures, reviewing financial and budgetary data, projecting expenditures, serving on and providing information to the Board of Building Code appeals, recruiting, interviewing, and recommending hiring of personnel, evaluating, developing and disciplining personnel, signing requests and requisitions, reviewing forms, and coordinating purchasing activities.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience.
Certifications and Other Requirements	Valid Driver's License, Certified Professional Code Administrator/ Certified Building Official, Special Police Officer Commission
Reading	Work requires the ability to read correspondence, city, state, and federal codes, technical manuals, and various reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write various reports.
Managerial	Managerial responsibilities include reviewing audits to ensure quality control, managing training programs, and making improvements to work processes.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, job-site observation, inspections, supervision, presentations, meetings, recruiting process, interviewing, consulting
Sitting	F	Computer, desk work, meetings, answering telephone
Walking	F	Inter-office, to/from meetings, to/from job site, to/from office equipment
Lifting	O	Office supplies, reports, files, books, manuals, office equipment
Carrying	O	Office supplies, reports, files, books, manuals, office equipment
Pushing/Pulling	O	Inspections, office equipment
Reaching	O	Office supplies, reports, files, books, manuals, office equipment
Handling	O	Office supplies, reports, files, books, manuals, office equipment
Fine Dexterity	F	Computer keyboard, calculator, use of telephone, writing
Kneeling	R	Job site inspections, code enforcement
Crouching	R	Job site inspections, code enforcement
Crawling	R	Under buildings and in attic spaces
Bending	O	Job site inspections, code enforcement
Twisting	O	Job site inspections, code enforcement
Climbing	O	Stairs, steps
Balancing	R	Job site inspections, code enforcement
Vision	C	Computer, desk work, writing, reading, filing, inspections, code enforcements, supervision, presentations, meetings
Hearing	C	Telephone, staff, supervisor, contractors, architects, engineers, consultants, public, meetings, presentations
Talking	C	Telephone, staff, supervisor, contractors, architects, engineers, consultants, public
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, PBX telephone system, camera, TV-VCR, overhead projector, transit/level, motor vehicle, Standard Microsoft Windows and Office software, Internet/Intranet, H.T.E., TPX, SYSM, Advantage Financial System software (AFIN), LaserFiche

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	M	Noise and Vibration	M
Fire Hazards	M	Fumes and Odors	N
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	M
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	X
Outdoors	--
Other (see 2 below)	X

(1)

(2) Various indoor/outdoor unconditioned buildings and structures

PROTECTIVE EQUIPMENT REQUIRED:

Ear protection, breathing protection or mask for lead inspection

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)